

# University of MOUNT OLIVE

## *Suggested Timetable*

### **FOUR WEEKS BEFORE THE DINNER:**

1. PRAY for the success of the dinner and for the University of Mount Olive.
2. Select a committee of individuals in your church to contact each church family about a gift (each committee member should be responsible for only five families).
3. Schedule a meeting of your committee to determine a plan for reaching your dinner goal. At the meeting distribute literature made available by the University.
4. Publicize the dinner in your church bulletin each Sunday.

### **THREE WEEKS BEFORE THE DINNER:**

5. Announce the date of the dinner in all worship services and church meetings.
6. Contact the members of your church who work for a matching gift company and urge them to make a contribution at the dinner. Their gift will be matched by the company. Matching gift forms must be turned in with the gift. A list of matching-gift firms is in the worker's notebook. The employee must get the form from his/her employer (Personnel Office).

### **TWO WEEKS BEFORE THE DINNER:**

7. Invite all your high school students (grade 9-12) to the dinner (See sheet on "Scholarship Awards For Your Church" Send us the names and addresses of your high school students and we will send them an invitation to the dinner.
8. Invite local citizens interested in the University to attend the dinner.
9. Visit with key church families and seek their meaningful support of the University. Invite all persons visited to be a "Bridge Builder." (Any person/family who gives \$100 or more, unrestricted, is a "Bridge Builder.") The Bridge Builders program includes six categories:

Golden Club.....	\$2,500 and above*
Founders Club.....	\$2,000 to \$2,499*
Trustees Club.....	\$1,000 to \$1,999*
Presidents Club.....	\$500 to \$999
Heritage Club.....	\$250 to \$499
College Club.....	\$150 to \$249

\*Persons who give \$1,000 or more are automatically included as University of Mount Olive Society members.

### **ONE WEEK BEFORE THE DINNER:**

10. Follow-up calls should be made by committee members to families who have not previously been contacted and to those who requested a follow-up visit.
11. Make arrangements for church members needing transportation to the dinner (high school students, senior citizens and others).

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### **FIVE DAYS BEFORE THE DINNER:**

12. Have your committee report back to you five days before the dinner with the number planning to attend.

### **FOUR DAYS BEFORE THE DINNER:**

- \*13. Report to the County Chair the number of people planning to attend the dinner. This number is given to the caterer, and the University has to pay for that number of meals.

### **TWO DAYS BEFORE THE DINNER:**

14. Collect all funds and report forms from your committee. Make all checks payable to the University of Mount Olive.

### **ONE DAY BEFORE THE DINNER:**

15. Have your committee members call all those who indicated plans to attend the dinner to assure their attendance (see item 12 above). Report any changes in attendance to Sharlene Scott at 919-658-7786.

### **AT THE DINNER:**

16. Before the program begins all contributions, matching gift forms, Annual Gift Envelopes, and list of Bridge Builders should be placed in the Worker's Envelope and given to the designated person at the head table. At the Roll Call of Churches, the County Chair will announce the number of persons attending, the number of high school students attending, the number of Bridge Builders, and total contributions.
17. **Be proud of a job well done and express appreciation to all those who helped you with the dinner!**

\*In order to plan for enough food item 13 is a necessity.